

OTHER HELPFUL INFORMATION

- Having the Tax ID Number for the property you are getting the building permit for will speed up the permit issuing process.
The Tax ID Number is located on the tax bill stub for that property.
- Or knowing the Current owners name of that property.
- Or being able to locate the property on a map.
- If construction is located within an incorporated town or city, additional permits from that municipality may be required.

IF THE PROPERTY IS NEAR WATER YOU MAY NEED:

- Permits may be required
From D.N.R.E.C. Beach Preservation Section
Phone: 739-4411
- From D.N.R.E.C. Wetlands & Aquatic
Protection Branch Phone: 739-4691
- From: Army Corp of Engineers
Phone: 215-656-6850
- If construction takes place within a FLOOD ZONE,
Special construction may be required. A certificate
of elevation may be required prior to occupancy.
- If construction includes PUBLIC Swimming area
or Food Preparation or serving area you must: Have
your building plans reviewed by The State Division
of Public Health Phone: 855-5122
- Construction within subdivision may require
adherence to special Fire Marshal Restrictions.

MODIFYING PROPERTY

To acquire a Building Permit for a Deck,
Fence, Farm Building, Accessory Buildings
or Improvements to Existing Buildings you
NEED:

Apply for a Building Permit
From: Board of Assessment
Phone: 855-7720
Bring a copy of your plans or the type of
material to be used in the construction.

To acquire a Building Permit for a
Boat Dock, or for Bulkheading
you need:

Permit
From: Wetlands Section
Phone: 739-4691

Approval
From: Army Corp of Engineers
Phone: 215-656-6850

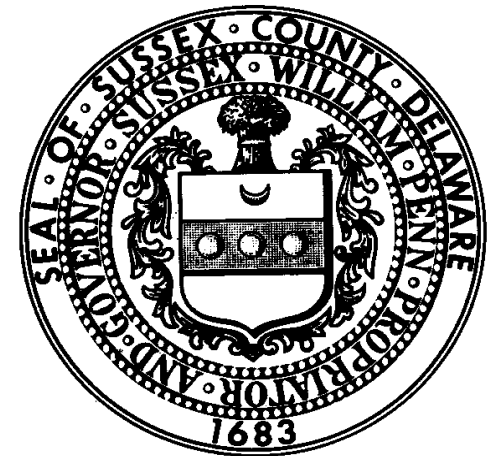
Apply for a Building Permit
From: Board of Assessment
Phone: 855-7824

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for a Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The permit fee will be based on the
Dimensions of the Structures and the
types of material being
used in the construction.**

INFORMATION REQUIRED TO OBTAIN

BUILDING PERMITS IN SUSSEX COUNTY DELAWARE



*May 1, 2000
Sussex County Mapping Department*

**Your Sussex County Building Permit is not to be
construed as an ALL INCLUSIVE approval for the
requirements of other Governmental agencies,
which may pertain to this site.**

SINGLE FAMILY

**To acquire a Building Permit for a Single Family Building you need:
If Property is near Water-check here**

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Septic Approval From: DNREC (Division of Water Resources) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: DNREC (Division of Water Resources) Phone: 739-3665	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Transfer Tax Payment (If property has been owned for less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DUPLEX

**To acquire a Building Permit for a Duplex Building you need:
If Property is near Water-check here**

Your Site Plans Reviewed BY: Sussex County Planning & Zoning Office Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The permit fee will be based on the Dimensions of the Structures and the types of Material being used in the construction. This applies to Multi-Family as well as Commercial/Industrial Buildings

MULTI FAMILY BUILDINGS

**To acquire a Building Permit for a Multi Family Building you NEED:
*If property is near water check here**

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Septic Approval From: DNREC (Division of Water Resources) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: The Office of the State Fire Marshall Phone: 856-5600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: DNREC (Division of Water Resources) Phone: 739-3665	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: Sussex Conservation District Phone: 856-7219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of State Realty Transfer Tax Payment FOR BUILDING CONSTRUCTION (If property has been owned less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit From: Division of Highways Phone: 856-5441	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Site Plans Reviewed BY: Sussex County Planning & Zoning Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your property may require other special permits
After receiving all the necessary approvals from the above agencies you may obtain your Building Permit. From: Board of Assessment
Phone: 855-7824

COMMERCIAL INDUSTRIAL BUILDINGS

**To acquire a Building Permit for a Commercial /Industrial Building you NEED:
*If property is near water check here**

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Septic Approval From: DNREC (Division of Water Resources) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: The Office of the State Fire Marshall Phone: 856-5600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: DNREC (Division of Water Resources) Phone: 739-3665	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: Sussex Conservation District Phone: 856-7219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of State Realty Transfer Tax Payment FOR BUILDING CONSTRUCTION (If property has been owned less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit From: Division of Highways Phone: 856-5441	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Site Plans Reviewed BY: Sussex County Planning & Zoning Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed If a food preparation or swimming area is included BY: State Division of Health Phone: 855-5122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After receiving all the necessary approvals from the above listed agencies you may obtain your BUILDING PERMIT. From: Board of Assessment Phone: 855-7720